

LAST REVISED DATE: 09/29/2017

General Information

Task	Process Information
<p>Creating an Interpreter Invoice</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>An invoice is created for interpreter services for processing in GEARS.</p>

GEARS Navigation

<p>Main Menu > AOC Self Service > AOC Interpreter Invoice Entry</p>	
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1.0 Process

This document is intended to provide a quick reference to entering a Self-Service Interpreter Invoice in GEARS.

STEP	ACTION	DETAILS
1.	<p>AOC Self-Service Invoices</p> <p>On the Invoice Actions page, click the "Create Interpreter Invoice" link.</p>	

2.

The **Interpreter Invoice** page displays three sections of fields to be completed to generate the Interpreter Invoice (**Payee Information, Invoice Header Information, and Invoice Line Information**).

Interpreter Invoice

Payee Information *FEIN/SSN: **FEIN/SSN Search** ☐ Use 'INTERPRET' Vendor

Name 1: Name 2:

Address Line 1: Vendor ID:

Address Line 2: Short Vendor Name:

Address Line 3:

County:

City: State: Postal Code: Country:

Email ID:

Invoice Header Information

*Invoice ID: *Invoice Date: Buyer: Administrative Office of Court

*Court Location: Requester: lisa.gutierrez

*Event Type: *Proceeding Type: ☐ Cancelled Proceeding

*Language:

Invoice Comments:

Payment Terms: NET00

Total Amount: 0.00

Invoice Line Information ?

Expense Type	Description	*Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00

Save & Submit Save for Later Attachments

Return Worklist

3.

NOTE: If the Payee is already set up as a Vendor in the system, you must know their FEIN - Tax Identification Number (TIN) or Social Security Number (SSN). Continue to step 3a to populate the Payee Information. If the Payee has not been set up as a Vendor in the system or you don't know their TIN/SSN, skip to step 3d.

Interpreter Invoice

Payee Information *FEIN/SSN: **FEIN/SSN Search** ☐ Use 'INTERPRET' Vendor

Name 1: Name 2:

Address Line 1: Vendor ID:

Address Line 2: Short Vendor Name:

Address Line 3:

County:

City: State: Postal Code: Country:

Email ID:

3a.

If the Payee is already set up as a Vendor in the system, click on the "FEIN/SSN Search" button.

FEIN/SSN Search

3b.

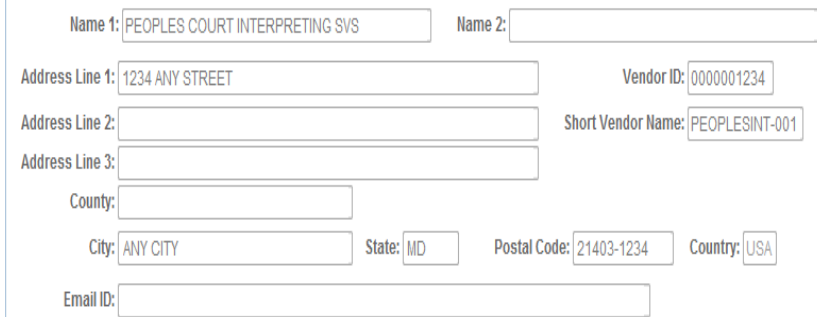
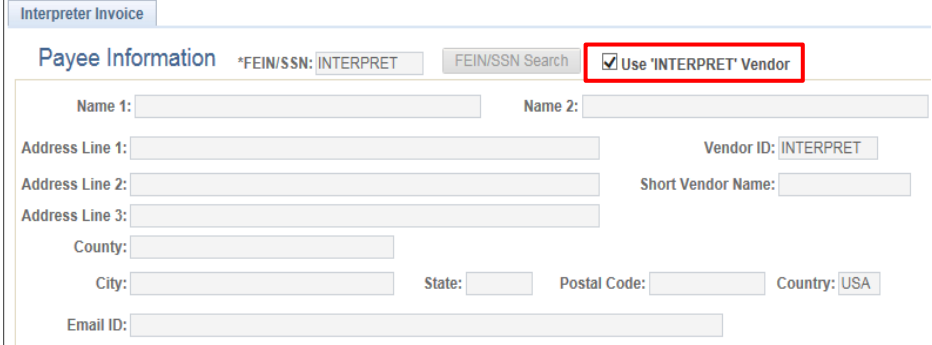


Enter either the Vendor's 9-digit TIN or the last 4 digits of the Vendor's SSN and click the Search button. Any matching values will populate in the table. Click the Select button next to the correct vendor.





FEIN/SSN Search

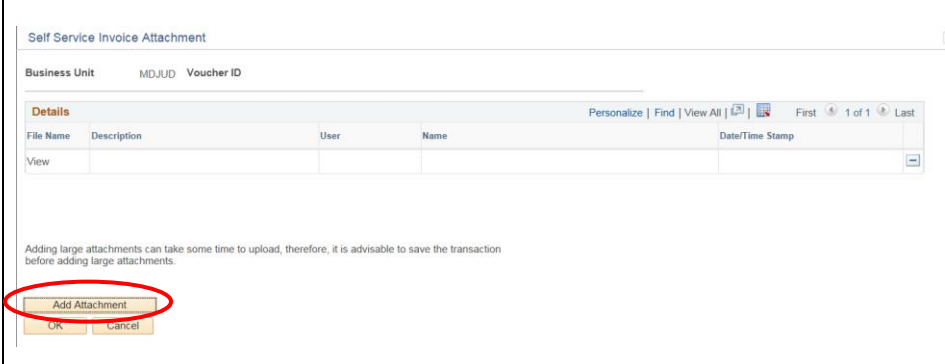

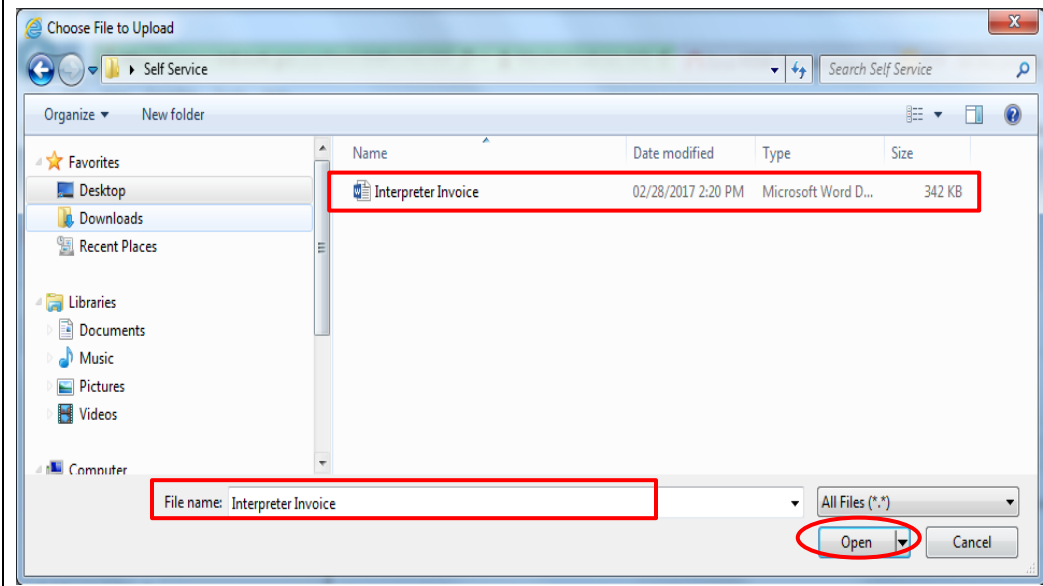
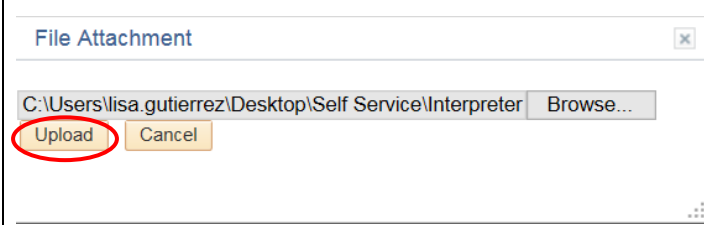
TIN (9-digits) or **Search** **Return**

SSN (last 4 digits)

Select	Tax ID	Type	Name
1 Select	1234	SSN	MARGARET
2 Select	1234	SSN	CONNIE

<p>3c.</p>	<p>Payee information corresponding to the selected vendor will auto-populate the invoice.</p> <p>NOTE: The name and address fields cannot be edited, as this information is populated by what is on the Vendor table in the system.</p>	
<p>3d.</p>	<p>If the Payee is NOT already set up as a Vendor in the system, click the Use "INTERPRET" Vendor <input checked="" type="checkbox"/> checkbox. The *FEIN/SSN AND Vendor ID fields will auto-populate with 'INTERPRET'.</p> <p>NOTE: Leave the Payee Information blank. The Department of Budget and Finance (DBF) or District Court Headquarters (DCHQ) will update the Payee Information after the Voucher Build, once the vendor has been added to the system.</p>	
<p>4.</p>	<p>Enter the Invoice Header Information in the Invoice Header Information section.</p> <p>NOTE: Invoice IDs should be unique, and should only be used/paid once. If you enter a duplicate invoice, you will receive a warning when saving the invoice.</p>	 <p></p> <p>Invoice ID – the format should be (1) First and Last Initial of the Vendor/Payee, (2) Assignment Date (MMDDYY), and (3) Docket Time in hours/minutes (HHMM). The format would be XXMMDDYYHHMM for all court locations. Example: if Tammy Sitar interpreted for a case on 8/16/17 with a docket time of 8:30, the entry would be TS0816170830. Note: Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices. Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.</p> <p>Invoice Date – invoice date as it appears on the invoice.</p> <p>Court Location – court where the services were performed.</p> <p>Event Type – type of event being interpreted.</p> <p>Proceeding Type – type of court proceeding.</p> <p>Language – language being interpreted.</p> <p>Cancelled Proceeding – check the box if the proceeding was cancelled.</p>

<p>5.</p>	<p>Enter the Invoice Line Information in the <u>Invoice Line Information</u> section.</p>	<div data-bbox="516 220 1437 367"> <p>Invoice Line Information ?</p> <p>Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Description</th> <th>*Quantity</th> <th>UOM</th> <th>Unit Price</th> <th>Merchandise Amt</th> </tr> </thead> <tbody> <tr> <td>1 INT-COMP01</td> <td>Court Certified Interpreter</td> <td>1.0000</td> <td>EA</td> <td>55.00000</td> <td>55.00</td> </tr> </tbody> </table> </div> <p> To enter the line information for an Interpreter Invoice, please enter the amount of hours that the Interpreter has logged into the Quantity field on line 1 (Expense/Interpreter Type: INT-COMP01).</p> <p>Please note: The system defaults to Court Certified Interpreter (INT-COMP01). If you need to change the type of Interpreter (e.g. to Eligible Interpreter) please click the magnifying glass  next to Expense Type to select the appropriate Expense/Interpreter type (INT-COMP02, INT-COMP03).</p> <p>If there are additional expenses that were incurred, please enter the quantity and unit price on subsequent lines (Expense Type: INT-MILE, INT-TRVL). To add lines required to the invoice, click on the  and repeat the above steps.</p>	Expense Type	Description	*Quantity	UOM	Unit Price	Merchandise Amt	1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00
Expense Type	Description	*Quantity	UOM	Unit Price	Merchandise Amt									
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00									
<p>6.</p>	<p>Add Attachments. Click the <u>Attachments</u> button.</p> <p> Invoices may not be submitted without an attachment.</p>	<div data-bbox="516 924 1494 1648"> <p>Interpreter Invoice</p> <p>Payee Information *FEIN/SSN: FEIN/SSN Search <input type="checkbox"/> Use 'INTERPRET' Vendor</p> <p>Name 1: Name 2:</p> <p>Address Line 1: Vendor ID:</p> <p>Address Line 2: Short Vendor Name:</p> <p>Address Line 3:</p> <p>County: City: State: Postal Code: Country: USA</p> <p>Email ID:</p> <p>Invoice Header Information</p> <p>*Invoice ID: *Invoice Date: Buyer: Administrative Office of Court</p> <p>*Court Location: Requester: ADRIENNE.MELTON</p> <p>*Event Type: *Proceeding Type <input type="checkbox"/> Cancelled Proceeding</p> <p>*Language:</p> <p>Invoice Comments: Payment Terms: NET00</p> <p>Total Amount: 0.00</p> <p>Invoice Line Information ?</p> <p>Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Description</th> <th>*Quantity</th> <th>UOM</th> <th>Unit Price</th> <th>Merchandise Amt</th> </tr> </thead> <tbody> <tr> <td>1 INT-COMP01</td> <td>Court Certified Interpreter</td> <td>1.0000</td> <td>EA</td> <td>55.00000</td> <td>55.00</td> </tr> </tbody> </table> <p>Save & Submit Save for Later Attachments</p> </div>	Expense Type	Description	*Quantity	UOM	Unit Price	Merchandise Amt	1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00
Expense Type	Description	*Quantity	UOM	Unit Price	Merchandise Amt									
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00									

7.	The Self Service Invoice Attachment page displays.	
8.	Click the Add Attachment button.	
9.	Click Browse... to add the file to be attached.	
9a.	Locate and select the file to upload and click Open .	
9b.	Click the Upload button.	

10.

The Self Service Attachment page displays.

The attachment file name appears on the Self Service Invoice Attachment Page. Optionally, descriptions may be added in the **Description** field.

NOTE: to add additional attachments, repeat steps, 8-10.

Self Service Invoice Attachment

Business Unit MDJUD Voucher ID

Details

Personalize Find View All First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
Interpreter_Invoice.docx				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

11.

Click the **OK** button.

12.

The

Interpreter Invoice

page displays.

The Attachments button

Attachments (1)

will display the number of attachments included in the invoice. In this scenario, there is one (1) attachment.

Interpreter Invoice

Payee Information

*FEIN/SSN:

FEIN/SSN Search

☐ Use 'INTERPRET' Vendor

Name 1: MARGARET

Name 2:

Address Line 1:

Vendor ID:

Address Line 2:

Short Vendor Name:

Address Line 3:

County:

City: HAGERSTOWN

State: MD

Postal Code: 21740-0000

Country: USA

Email ID:

Invoice Header Information

*Invoice ID: XX0706170000

*Invoice Date: 07/06/2017

Buyer:

Administrative Office of Court

*Court Location: C10-CTHSE

Frederick County Circuit Court

Requester:

lisa.gutierrez

*Event Type: Courtroom Proceeding

*Proceeding Type: Juvenile

☐ Cancelled Proceeding

*Language: ASL

Invoice Comments:

Payment Terms: NET00

Total Amount: 0.00

Invoice Line Information

Personalize Find View All First 1 of 1 Last

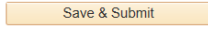
Expense Type	Description	*Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00

Save & Submit

Save for Later

Attachments (1)

13. Save and Submit the Invoice for Approval.



If the Invoice is ready to be submitted, click the  button.

NOTE: Invoice IDs should be unique, and should only be used/paid once. If you enter a duplicate invoice, you will receive a warning when saving the invoice.

Message


Warning -- Duplicate invoice detected -- Please review your invoice number. (20000,45)

A possible duplicate invoice ID has been detected in the system. Please verify this is not a duplicate of a previously created, submitted, or denied interpreter invoice. If determined to be a duplicate, please click 'Cancel' then reopen and edit the existing invoice as needed.





Upon successful Save & Submission, the following message appears:

Save Confirmation

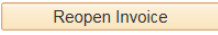


Invoice saved and Sent for further processing




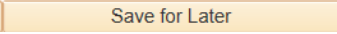

Once an Invoice has been Saved and Submitted, the Invoice is routed into the workflow based on the court location selected (either District Court or Program Services).

The Approvers will review each invoice and decide whether to Approve or Deny the Invoice. You will receive an email notification once the invoice is approved or denied. You may want to do a print screen of the invoice for your records. If approved, the invoice is moved through processing in GEARS.

*** Note:** If the invoice is Denied, the invoice creator can view the invoice, click the  button, make adjustments, and submit it again. Do not recreate a Denied invoice.

When an invoice is denied & then reopened, it switches back to "Draft" status. This is the same status an invoice would be in after it is created, but before it is submitted for approval.

To find an invoice again by status, search for invoices in "Draft" status rather than "Denied".

 Invoice(s) can be saved at any time during the previous steps by clicking the  button. This allows you to save the Invoice, leave the page, and return later using the  link on the main AOC Self-Service Invoices – Invoice Actions navigation page. Please note, Save for Later will not move the invoice forward for processing until you have Submitted the Invoice. Saved Invoices will be Saved in a Draft Status in GEARS.



End of Document